

TO: RESIDENTIAL PROPERTY OWNERS  
FROM: FRANKLIN COUNTY BOARD OF REVISION  
RE: INSTRUCTIONS FOR COMPLETING AN APPEAL TO THE BOARD OF REVISION  
(DTE FORM NO.1. "COMPLAINT AS TO THE ASSESSMENT OF REAL PROPERTY.")  
THE BOARD HEARS COMPLAINTS ON THE CURRENT MARKET VALUE  
OF YOUR PROPERTY, NOT THE TAX DOLLARS YOU PAY.

- 1) Carefully read the instructions on the back of the appeal form. Please supply all information requested in these instructions. If the property was after January 1, 2005, include a copy of the purchase contract, closing statement, and deed with your appeal form. It is also suggested you provide front and back pictures of your property.
- 2) Complete lines 1 through 14 on the front of the appeal form. The Ohio Supreme Court has ruled that a Complaint may be dismissed if the information is not completely filled out. **PLEASE TYPE OR PRINT ALL INFORMATION.**
- 3) To ensure the information used in determining your value is correct, complete and include the **RESIDENTIAL DATA FORM** with your appeal form. This is very important. This information will become part of your permanent record for future appraisals.
- 4) Sign the appeal form in the presence of a Notary Public.
- 5) In compliance with the Ohio Supreme Court's decision in Sharon Village Ltd. v. Licking Bd. of Revision (1997), 78 Ohio St. 3d 479; if the owner of a property is an entity rather than an individual, the complaint form must be signed by an attorney. An additional signature should be added by a party who has personal knowledge and can verify the information contained on the complaint form.
- 6) Return the appeal form, along with the additional information requested, to the Franklin County Board of Revision before **March 31, 2006**. If you mail your appeal, please do it early. You will be notified of your hearing date by Certified Mail, so please be sure the mailing address is a location you can receive mail from the Postman, (P.O. Box numbers are not recommended.) You may also submit your complaint by facsimile to 614-462-6252. It is also requested you place your home and work phone numbers on the appeal and the Residential Form.
- 7) To ensure the accuracy of all refunds, the Board of Revision requires a copy of the cancelled check(s) for each tax collection period under appeal. No refunds will be issued until this information is received on property that transferred during or after the tax year under appeal. Note: Taxes are collected one year in arrears.

To expedite your refund, we ask you submit a copy of the cancelled check(s), front and back, made payable to the Franklin County Treasurer for the tax years under appeal. Please include all pertinent information such as district-parcel number, BOR number, address of the property, and a telephone number. All information should be sent to: Franklin County Board of Revision, Attn: Victoria K. Anthony, Clerk, 373 South High Street, 20<sup>th</sup> Floor, Columbus, Ohio, 43215.

If you have any questions regarding this information, or the completion of the appeal form, please contact the Board of Revision at **(614) 462-3913**.

**COMPLAINTS ARE ACCEPTED AFTER DECEMBER TAX BILLS ARE MAILED**